



19<sup>th</sup> Annual Faculty/Staff Show

Aug 30 – Sept 28, 2011

## ◆ CALL FOR WORKS of ART! ◆

Dear Fellow Instructor/Staff Member, Let's show our talent!

**Drop-off times for the show are:**

**Wed., & Thurs., Aug. 24 & 25, 9:00am-6pm & Fri., Aug. 27,  
10:30-11:30am at the Art Gallery, room C-125**

We'll be accepting (1-5) pieces (depending on size) **2-D work needs to be framed and wired properly. No "alligator" hooks, plastic frames with holes, etc.**

The gallery hours for this event will be announced in early September as student sitters are hired for the gallery. Please bring your students, and of course your friends and family, on a "field trip" to the art gallery.

*If you would like to take students to the gallery outside of posted hours, pick up the keys yourself at Security (and please return them immediately after). We are not allowed to call security to open exhibits for classes. If you let me know ahead of time, and my schedule fits, I would be glad to meet you and your class.*

**Pick-up time is Thur., & Fri., Sept 30 & 31 (Hours to be announced)**

**& Sat. Oct. 1, 10:30-11:30am**

The enclosed insurance form (if you wish to have insurance) must be filled out completely and returned to me no later than **Thursday August 18 at noon.** (The other form is cut and attached to the **front** of the related artwork upon delivery.

The insurance info can be left in my mailbox on or before that day or mailed back to me in care of the college. ***If not, you are welcome to exhibit, but will not be insured.*** In the insurance form please fill out all information. Also, even if the work is not for sale you must assign a value. (Simply check NFS too) If the work is for sale, the amount you are asking for the piece is the insurance value.

## Let's make this another great show!!!

Thank You, Buddy Jacobs, Art Gallery Coordinator

*P.S. If you would like to help hang the show, please give me a call. Ext.5346*

# INSURANCE FORM

DEADLINE FOR RETURN: AUGUST 18, 2011

Phone #'s: Work \_\_\_\_\_ Home \_\_\_\_\_

## OBJECT #1

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

PRICE \_\_\_\_\_ NOT FOR SALE \_\_\_\_\_

## OBJECT #2

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

PRICE \_\_\_\_\_ NOT FOR SALE \_\_\_\_\_

## SKETCHBOOK OR SKETCH

(IF APPLICABLE)

INSURANCE VALUE OF SKETCHBOOK: \_\_\_\_\_

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PLEASE READ, SIGN AND RETURN BY NOON, THURSDAY, AUGUST 13, 2009. ANY FORMS RECEIVED BY AUGUST 20 WILL BE INCLUDED ON AN INSURANCE ROSTER. ANYONE WHO MISSES THIS DEADLINE MAY EXHIBIT BUT WITHOUT INSURANCE.

I understand that my work will not be left unattended at Atlantic Community College Art Gallery. Regardless, in the case of loss or damage (including glass) there is a \$250.00 deductible and a \$25,000 flood deductible. For any sum below this I will not hold the college or gallery personnel responsible. Finally, though the college may act as a liaison in the event of a sale, it is my responsibility to close the sale and handle the money. I will deliver the work to the client. The college will take 0% from my sales. This agreement is binding and the college or the gallery accept no responsibility for works not picked up at the close of the show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

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**TAGGING - (PLEASE PRINT CLEARLY AND ATTACH TO FRONT of ART WORK**



NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

PRICE \_\_\_\_\_ NOT FOR SALE \_\_\_\_\_



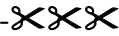
NAME \_\_\_\_\_

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MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

PRICE \_\_\_\_\_ NOT FOR SALE \_\_\_\_\_



NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

PRICE \_\_\_\_\_ NOT FOR SALE \_\_\_\_\_



INSERT IN SKETCHBOOK IN PAGE YOU WOULD LIKE DISPLAYED

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

MEDIUM \_\_\_\_\_

YEAR COMPLETED \_\_\_\_\_

(Please copy this page if you have more than two pieces)